

10 FEB 1955

MEMORANDUM FOR: Chief, Planning and Analysis Staff
FROM: Chief, Career Service Staff
SUBJECT: Longevity Computation Dates

1. As you are aware, the Career Service Staff has been receiving monthly listings of those staff employees who have reached the third anniversaries of their Longevity Computation Dates (LCD's). In reviewing the Official Personnel Folders of these individuals, the Staff has noted that while military details to CIA are counted toward the LCD civilian details are not. Reference to "Special instructions for determining and recording DOG, CSEOD, and LCD on machine records listing as of 30 April 1954" confirms the fact that service based on civilian detail was not considered when this procedure was set up last year.

2. Bearing in mind the purposes for which the LCD's are computed, it would seem that, in fairness to all employees, detailed service by all government personnel should be counted. Admittedly there are many more personnel in the Agency who are, or have been, military details, than who are, or have been, civilian details. However, a civilian detailed to CIA should receive the same credit for his endeavors as does a member of the Armed Forces.

3. This Staff will be able to draw to the attention of appropriate personnel in the Processing and Records Division those cases that should be recomputed. This is currently being done according to the present formula. Since the Official Personnel Folders of all persons now on board will be reviewed in connection with their applications for membership in the Career Staff, it would be a simple matter to take one additional step and note the names of those persons for whom recomputations should be made.

4. It is recommended that the formula for computation of LCD be revised. This Staff will be happy to collaborate and make its experience in the use of LCD and "three years' service" available to such an undertaking.

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Chief, Career Service Staff

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